



UNITED STATES DEPARTMENT OF COMMERCE
National Bureau of Standards
Washington, D.C. 20234

May 31, 1977

MEMORANDUM FOR Federal Metric Coordinators and Previous
Metric Seminar Attendees

From: Jeffrey V. Odom
Metric Coordinator
Office of Weights and Measures

A handwritten signature in cursive script, reading "Jeffrey V. Odom".

Subject: Metric Training Seminar

Attached is a flyer for the next Metric Training Seminar to be held at the National Bureau of Standards in September. At least twenty-five persons must be enrolled to enable the class to be held. Dependent upon response, this may be the last seminar in this series. If you are aware of any persons in your agency that should have this type of training, please be sure they are properly informed.

Attachment



SPECIAL ANNOUNCEMENT

NATIONAL BUREAU OF STANDARDS METRIC TRAINING SEMINAR

The National Bureau of Standards' Office of Weights and Measures is sponsoring a series of metric training seminars for persons needing a working knowledge of the metric system and techniques for metric conversion in their jobs. These seminars feature a workshop, "hands on" approach, and have been enthusiastically received as an ideal way to get a working knowledge of metric.

The next seminar will be held at the National Bureau of Standards, Gaithersburg campus on September 14-16, 1977. The cost for the course will be \$100. A course outline is given below.

The course will be open to all Federal, State and local government employees, as well as persons from weights and measures related industries, on a space-available basis. Registrations are limited to 30 per session. Registrations for the next course should be received by August 29, 1977.

SEMINAR OUTLINE

First Day -
(Starts at 11:00 a.m.)

Introduction and Purpose
Status of Metrication
The Basic Units and Prefixes
Length and Area Workshop

Second Day -
(Morning)

Volume, Capacity and Temperature
Workshop
Mass Workshop
Derived Units I Workshop

Second Day -
(Afternoon)

Derived Units II Workshop
Practices and Style Workshop
Metric Planning

Third Day -
(Ends at 3:00 p.m.)

Resources in Metric
Planning and Teaching Metric
Solving Metric Transition Problems
Responses to Requests for
Metric Information

REGISTRATION FOR METRIC TRAINING SEMINAR

COST: \$100 PER PERSON

Please enroll me in the September 14-16, 1977 Metric Seminar.

Name: _____

Mailing Address: _____

Title or Position: _____

Metric Experience or Responsibilities (present or future):

Send to: Jeffrey V. Odom
Metric Coordinator
Office of Weights and Measures
National Bureau of Standards
Washington, D. C. 20234

Send by: August 29, 1977